

KidzConnect



Parent Handbook

www.coppelltx.gov/kidzconnect

We are glad that you selected KidzConnect as your program of choice this summer! We are very excited and cannot wait to get the summer started with fun and exciting activities that your child will talk about for months. KidzConnect is for boys and girls ages 4-12 years.

In this handbook you will find all of the information you will need to know for KidzConnect this summer.

Camp Site

Coppell Middle School North

120 Natches Trace

469-576-4397

Cell Phone Number

www.coppelltx.gov/kidzconnect

Hours of Operation

Monday-Friday, 7:00 am-6:30 pm

Classes: 8:00 am – 5:30 pm

Administration and Registration

Coppell Aquatic and Recreation Center

234 E. Parkway Blvd.

P.O. Box 9478

Coppell, TX 75019

972-304-7077

Camp Administrator:

Sheri Belmont

Recreation Programs Manager

255 Parkway Blvd.

P.O. Box 9478

Coppell, TX 75019

972-462-5100

Fax: 972-462-5149

Email: Sbelmont@coppelltx.gov

KidzConnect 2015

Week 1: July 6-10
Week 2: July 13-17
Week 3: July 20-24

Classes begin at 8:00 a.m. and end at 5:30 p.m. daily. You may drop children off as early as 7:00 am and pickup as late as 6:30 pm.

We have a variety of classes for your child to choose from each week. Children should know if they choose the same class, even in different weeks, it is possible the lesson plan will be the same. Weeks 1 & 3 will have the same class options and Week 2 will have different and new class options.

Registration and payments

Registration for KidzConnect can be done online at www.CoppellActivities.com or in person at the Aquatic and Recreation Center, 234 E. Parkway Blvd. To register online you will need an online account. If you already have an account at one of our recreation facilities, click on the "forgot my password link". If you do not have an account, click "Create an Account". You will need all information for those in your household at that time.

All registrations and payments should be made prior to the camp start date. Any registrations after 8pm on the Friday prior to the session, will not be accepted. Children may NOT be left at the camp site without a valid registration.

At the time of registration, campers, ages 6-12, will be required to pick their 8 class options (one per hour). Please make sure you are choosing the correct class for the correct week and time slot.

Refunds: No refunds or pro-rations will be issued once the camp week has started.

What to Bring to KidzConnect

Campers need to bring a lunch and snack with them every day. Lunch will be at 11:30 am daily and snack time will be at 2:45 pm. The camp site is not equipped with a way to heat or cool lunches, so please plan accordingly. Some classes require or recommend items to be brought from home. In this case, please make sure that ALL items are labeled properly with child's first and last name. Please do not send your child to camp with any unnecessary items. The City of Coppell and its staff are not responsible for any lost or stolen items.

Drop-Off and Pick-up Procedures

Parents/Guardians MUST walk children into camp on a daily basis. All campers MUST be signed in and out daily by an authorized person. ONLY those designated on the registration form will be allowed to pick up children.

Parents/Guardians must notify staff, in writing, of any person that is not listed on the authorization list. It must contain:

- Pick up date
- Person's first and last name
- Driver's License number
- Phone number to be reached at
- Parent/Guardian's Signature

Photo ID will be required for anyone picking up campers!

Camp staff is not allowed to release children until an authorized person signs child(ren) out.

Drop off Location: Please enter through the main entrance doors on the East side of the building. Please make sure parents do not park in the loop, as it is a fire lane; please use the parking lot. Coppell police officers have been known to give parents tickets for parking in the emergency fire lane.

Daily KidzConnect Attire

Shoes: Sneakers or closed-toe shoes are required. Any camper not following this rule will not be allowed to participate in any gym activities for their safety. Heelys, Crocs, and dress shoes (or anything similar) are not permitted for safety reasons. Please do not send your camper in any other shoes except what is allowed.

Clothing: Campers should wear comfortable clothes they can be active in. Please do not allow your children to wear skirts or dresses to camp.

Lunches/snacks

Lunch: Campers should bring nutritional lunches and a drink to camp each day. Lunch boxes should be clearly marked with first and last name. Lunches cannot be stored in a refrigerated area or be heated/microwaved, so please plan for this accordingly.

Snacks: Campers should bring their own nutritional snack to camp daily. We will have a 15 minute snack time in the afternoon. No snacks will be kept on site for those not bringing any.

Personal Items/Toys

No personal items, such as, games, electronics, MP3 players, cards, or toys should be brought to camp, unless specified by a counselor. If campers must have a cell phone, it should be left in their back packs or lunch bags daily. Children will not be allowed to use their phone during camp. If they need to make a parent call, camp staff will allow them to do so, using the camp phone. Please make sure any and all items brought to camp are properly labeled with first and last name.

Lost and Found

Each summer we are left with bags of unclaimed items. Any items that are considered lost and have been found will be located near the front check in/out desk. Parents should check this bin daily for any items they think may have been lost, or just to be sure. Any items remaining in this bin will be donated to charity.

Disciplinary Procedures

Our staff is trained to work with children in the camp setting. As such, it is understood that discipline is defined as the modeling of positive behavior by the adult staff. Proper discipline aids in the development of self-control, self-esteem, and respect for self and others. In order to preserve a healthy and safe environment, disciplinary action will be handled as follows:

- **First Offense – Verbal warning by staff and time-out**
- **Second offense – Time out and written warning sent home to parent**
- **Third Offense – Written Behavioral Report sent home to parent**
- **Fourth Offense – A second written Behavioral Report and a parent/director conference and possible one-week suspension**
- **Fifth Offense – Child will be terminated from the program and not allowed to return**

In the event that a camper is involved in a serious incident involving his/her safety or the safety of others, or a flagrant violation of camp guidelines, an immediate suspension from camp will occur.

Campers must follow all procedures at camp to insure the safety of themselves and others around them. Unacceptable behavior, such as horse play, fighting, threatening words or behavior, abusive language, destruction of property, and other disruptive behavior will not be permitted at camp. All children and parents will have the opportunity to solve any issues before dismissal. Please make sure you talk to your camper about any problems they may be having. This will help campers and camp staff be able to work together as a team, in any situation.

Camp Rules

- A. A child is not allowed to use the phone unless it is an emergency.
- B. Children must stay off of tables, counter tops, gym equipment, etc.
- C. Children should walk in the building. Running is only permitted in the gym & outside.
- D. Bouncing and throwing balls is permitted only in the gym and shall not be kicked unless given permission by staff in the gym.
- E. Active games using equipment that can cause damage to window shades, lights, and ceilings must be played only in the gym.
- F. Children must show respect to staff and to each other.
- G. Horseplay, fighting, or profane language is not allowed.
- H. Children must wear shoes at all times.
- I. Children must stay with their assigned group at all times.
- J. Only registered participants may be in activity areas.
- K. Children are not allowed to bring toys or any unauthorized electronics to camp.

Additional CISD, CARC, and CPARD Rules and Regulations:

- A. Smoking is not permitted inside the facility or within 150 feet of the facility entrances.
- B. Weapons are prohibited in the facility or within 150 feet of the facility entrances.
- C. Food and drinks are not allowed in the gym or on the pool deck.

Staff Code of Ethics

Program Instructors are expected to adhere to the City's Staff Code of Ethics, which includes not accepting gifts from participants or babysitting and/or socializing with participants outside of the camp.

Medication and Health Conditions

Children that have any contagious or infectious health concerns will not be permitted into to camp until it has been taken care of with a doctor's approval. Parents must report immediately, any concerns that arise during the child's time at camp so that we may take the necessary procedures to notify, anonymously, other campers and staff that may have been in contact with the camper.

Parents are responsible for informing the City of any special needs, concerns, or information regarding their child(ren)'s health. Any child meeting any of the following criteria will not be admitted to camp:

- A. The illness prevents the child from participating comfortably in the program activities.
- B. The illness results in greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children or staff.
- C. The child has an oral temperature of 100.4 degrees or greater.
- D. Participants with symptoms and signs of possible severe illness to include, but not limited to lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness, rash with fever, mouth sores with drooling, wheezing, or behavior change, will not be admitted until medical evaluation indicates that the child can be included in the camp's activities.
- E. The child has been diagnosed with a communicable disease until medical evaluation determines the child is no longer communicable. (example-pink eye and lice)
- F. The child vomited in the morning prior to coming to camp.
- G. The child has discolored nasal discharge.

Medication:

Parents must complete a proper medication form and give to KidzConnect staff with *complete* medicine and dosage information on it. Medication will be kept by the KidzConnect lead Instructor in a secure area. *DO NOT* send medication with a camper for any reason.

Epi-Pens:

Summer staff are trained on how to *assist* children in administering their Epi-Pens in the case of an Anaphylactic Shock. In the case that your child is not able to self-administer the injection, City of Coppell staff will do so with the signed release. We do require that parents submit a separate form specifically for Epi-Pens that will contain all important information about the allergy(s) and the administration of the Epi-Pen. Please note, it is extremely important that your child knows how to administer the injection in case of an emergency. If an Epi-Pen must be administered, 911 will be called immediately, along with a call to the parent/guardian.

ALL MEDICATIONS MUST HAVE A COMPLETED FORM AND BE GIVEN TO A STAFF MEMBER!

- Over-the-counter medications will be administered only when accompanied by a medicine form and are in the original container. Over-the-counter medications will be administered by label directions.
- Instructors are responsible for administering medication at the time indicated on the medicine form.

Head Lice:

In large groups, head lice can be common, therefore, any occurrence of head lice will need to be taken care of immediately and the Lead Instructor must be notified so the necessary actions can be taken.

Any Camper reported to have head lice will not be permitted into KidzConnect until all findings are gone (*this includes alive, dead, nicks, etc.*)

If it should be discovered at KidzConnect, the parent/guardian will be notified immediately and the camper will need to be picked up from camp. All cases will be kept confidential, except to notify other parents, if needed.



The importance of the physical and emotional safety of each and every camper and staff member is paramount to our camp and the American Camp Association (ACA) mission. We try to identify critical concerns that are important to our campers and staff. We take the issues of bullying and violence in our culture very seriously. The purpose of this letter is to talk about an initiative that KidzConnect and the ACA will be undertaking for this summer and beyond to address this issue.

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or ridicule another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods.

“Camps Take a Stand” is an anti-bullying initiative that is aimed at taking appropriate steps towards managing this problem. Although we have always made a conscious effort to prevent bullying in our camp community, bullying itself has transformed into more than its traditional definition. This summer we are trying to stop bullying behavior with different tools and techniques that will help us prevent such behavior.

As we get ready for our summer at camp, we thought you should know about the lengths to which we are prepared to go in order to ensure that we are successful in delivering the ACA initiatives to our camp this summer and provide physical and emotional safety to all. We have partnered with experts at ACA and now have an Anti-Bullying Policy and tools for staff training to reach this goal.

We encourage you, as parents, to please let us know about any particular bullying concerns you may have for your child or any off-season, camp-related emails, instant messages, or text-messages that may have led to exclusion or meanness towards your child by someone else in camp. We want to ensure that this problem can be managed by a strong partnership between our camp and you.

If you have any feedback for us that you think would be helpful, we would appreciate hearing from you.

We look forward to having your child with us at KidzConnect this summer.